

# Middletown



# Public Schools

Patricia Charles, Ed.D., Superintendent of Schools

---

January 28, 2016

Ms. Linda Bettencourt  
Town Clerk  
Municipal Building  
245 deKoven Drive  
Middletown, CT 06457

Dear Ms. Bettencourt:

Please be advised that at the Tuesday, January 26, 2016 Board of Education meeting the Board made a change to the start time for all future Board of Education regular meetings. The meetings will start at **6:30 PM** rather than 7:00 PM for all meetings going forward.

Sincerely,

A handwritten signature in cursive script that reads "Marcy Poppel".

Marcy Poppel  
Secretary to the Board of Education

MP/

cc: Board of Education Members  
Patricia Charles, Ed.D., Superintendent of Schools  
Enza Macri, Ed.D., Associate Superintendent of Schools  
Marie Norwood, Common Council Clerk